SUPERVISOR TRAINING

CRISTO REY ORLANDO HIGH SCHOOL
CORPORATE WORK STUDY PROGRAM

Meet the Team



Courtney Hand
Vice President of
Corporate Work Study



Desiree Mathis
Associate Director of
Corporate Work Study



Llelila Garcia
Relationship Manager &
Vocational Counselor



John Michael King
Program Coordinator



Mariel Molina
Leadership Teacher



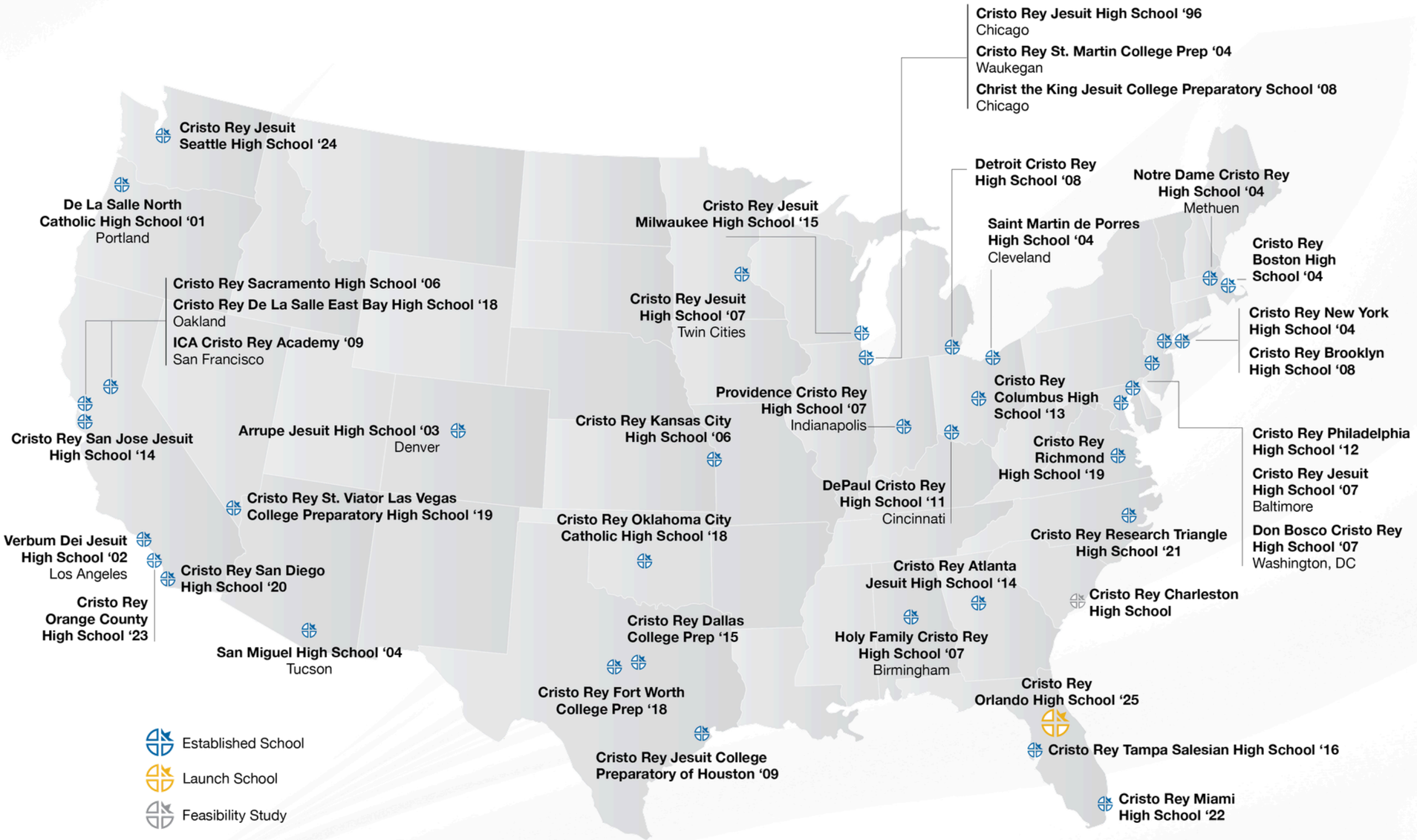
Ernest LeCounte
Leadership Teacher

Mission

The Cristo Rey Network of high schools delivers a **career-focused, college-preparatory education** in the **Catholic** tradition for students with **limited economic resources**, uniquely integrating **rigorous academic curricula** with four years of **professional work experience** and **support to and through college.**

We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.

Growing Movement



Vision Statement

Cristo Rey Orlando's Corporate Work Study Program empowers students through partnerships that build expertise, resilience, and networks to succeed across industries.

Aspiring to be leaders in youth and workforce development, we combine real-world work with academics to prepare students for lasting career success and meaningful community impact.

WHAT IS CWSP?

CORPORATE WORK STUDY PROGRAM

- ...a separately incorporated entity that operates like a **professional placement system** within Cristo Rey Schools, **employing every student** for four full days each month in a **professional environment** throughout all four years of high school

- ...it is a **comprehensive training and development experience** that prepares students for long-term success. Through real-world work experiences, ongoing coaching, professional expectations, and skill-building opportunities, students develop the communication, professionalism, accountability, and confidence needed to thrive in college, career, and life. CWSP intentionally bridges classroom learning with workplace readiness

- ... **a partnership-driven model that connects education with the workforce through meaningful collaboration** with organizations across the community. By partnering with Cristo Rey Orlando, organizations do more than host students—they help develop future talent, expand opportunity, and create real-world learning experiences



What We Do

- Obtains special provisions from the U.S. Department of Labor to employ high school students
- Employs Student Associates and manages employment eligibility verification, payroll, insurance, taxes and other employer responsibilities
- Matches Student Associates to your company based on job description and student skillset
- Assigns your company an Account Manager to provide supervisor training and ongoing support
- Transports students to and from the job location from September through May
- Engages Student Associates in ongoing workplace training at the school

Why Partner with Us?

- 86% of employers said high school internship programs strengthen the industry talent pipeline.
  (Britebound / American Student Assistance employer survey)

- 78% of hiring managers said young adults with at least one internship are likely prepared to enter the workforce
  (Investopedia. Future Workforce Could Be at Risk as Hiring Managers Doubt High School Graduates' Readiness.

- 93% of corporate partners said student associates save them time by completing projects and tasks. (Cristo Rey Student Associate Performance Review)

- 80% of employers say internships provide the best return on investment (ROI) compared to other recruiting strategies
  (National Association of Colleges and Employers (NACE))

- Workplace mentoring is consistently associated with stronger employee engagement, professional development, and organizational culture.

Good for your Business, Good for our community

Why we're here with you – You're so very important!

- Establish **clear expectations** for the Corporate Work Study Program.
- Prepare supervisors to **effectively coach and develop student associates.**
- Create a **positive and engaging workplace** experience from Day One.
- **Strengthen communication** between supervisors, Relationship Managers, and Leadership Teachers.
- Share **best practices and resources** to support student and partner success.
- Build strong partnerships that prepare students for college, career, and life.

When supervisors are prepared, students thrive—and partnerships grow stronger.

CWSP Experience



"The best way to predict the future is to create it."
– Peter Drucker

UNDERSTANDING THE CORPORATE WORK STUDY PROGRAM

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CORPORATE WORK STUDY PROGRAM

WORKING WITH GENERATION NEXT

Previous generations

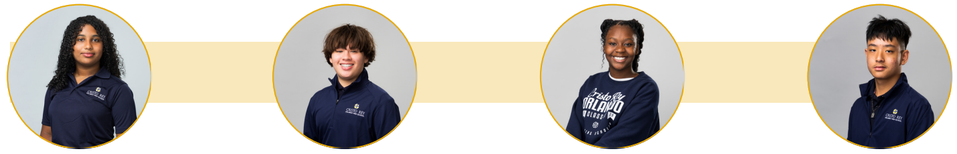
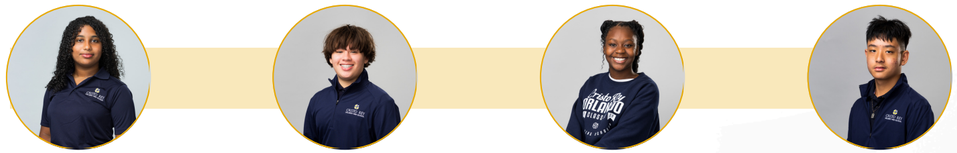
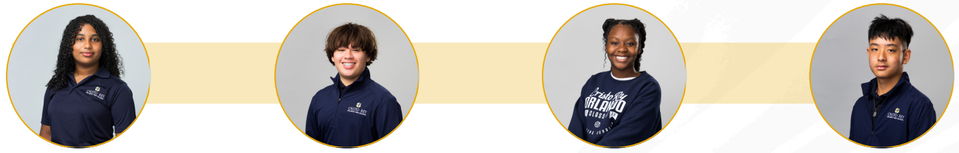
- Learned technology
- More comfortable with phone calls and in-person conversations
- Expected annual or occasional feedback
- Learned workplace norms from family or early jobs
- Often learned through trial and error
- More independent after initial training
- Viewed Work as Paying Your dues

Gen Alpha/Gen Z

- Grew up with technology from birth
- More comfortable with texting, messaging, and digital communication
- Prefer regular, real-time feedback and coaching
- Often expect quick access to answers and information
- Many are entering their first professional environment with little workplace exposure
- Often benefit from clear expectations, examples, and check-ins early on
- Want to understand how their work contributes to a larger purpose

How does it work?

Work Schedule: Student Rotation

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
WEEK 1				
WEEK 2				
WEEK 3				
WEEK 4				

1 FTE = 4 students

1 YEAR

Each placement is for one academic year

August through May

1 DAY

Each student works the same day every week

Work Schedule

7:00 - 7:50 AM	Arrival & Breakfast
7:50- 8:00 AM	Morning Prayer, shout-outs and announcements
8:00 - 8:30 AM	Students are dismissed to shuttles
9:00 – 9:30 AM	Students arrive at work sites
2:00 – 2:45 PM	Students are picked up from work sites
3:00 – 3:30 PM	Back to school
4:00 PM	Dismissal

Recommended Lunch Break

30 min - 1 hour

Between 11:00 AM - 1:00PM



ATTENDANCE

CWSP expects the student worker to work every assigned workday and to make up any missed days.

Make-up Days

- Students must **make up missed workdays.**
- CWSP notifies supervisors of absences by **9:30 AM.**
- Make-up days are coordinated by **CWSP, the student, and the supervisor.**
- Parents provide **transportation and meals.**
- Partners may **waive make-up days.**

Uniform

The standard workday uniform is:

- White button-down shirt
- Professional blazer
- School tie
- Black belt
- Black shoes
- Black socks



Technology

- CROHS follows a strict no cell phone/ electronics policy.
- At work, students should not use their cell phones except in emergency/safety situations or if answering their phone is part of your agreed upon communication.

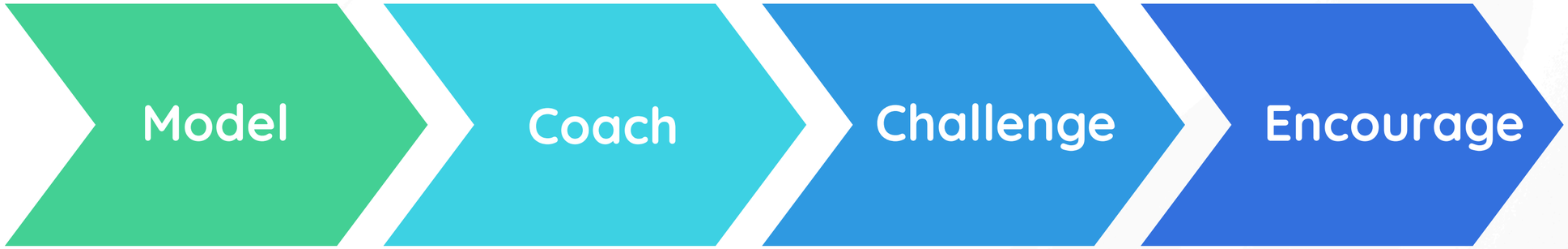
TRANSPORTATION

- **Round-trip Transportation Provided:** Arrival & departure times will vary based on the transportation schedule.
- Band App

COMMUNICATION CHANNELS

- Circle Platform
- CWSP email
- Constant Contact (Newsletter)

Supervisor's role in developing students



- Model professional behavior
- Coach through feedback and questions
- Challenge students with meaningful tasks
- Encourage confidence and growth

Goal: Help students build the skills, confidence, and habits they need for college and career.

Building Partnerships – Student Success

Cristo Rey Orlando High School
CORPORATE WORK STUDY PROGRAM

Building Partner-Student Success

1 First 6 Weeks of CWSP

Building a strong foundation from day one

2 Workplace Welcome & Onboarding

Key milestones in a student's early weeks on site

3 Coaching Conversations

Guiding performance through regular, supportive dialogue

4 Documentation & Early Intervention

Supporting both student growth and partnership success

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CORPORATE WORK STUDY PROGRAM

CWSP PARTNER SUCCESS

Welcome! Thank you for partnering with Cristo Rey Orlando. Our goal is to ensure your organization, supervisor, and student associate have the support needed to build a successful partnership from day one.

PREPARE

AFTER CONTRACT IS SIGNED

Your Relationship Manager will partner with your designated supervisor to prepare for a successful student launch.

TOGETHER WE WILL:

- Identify the Relationship Manager and Supervisor
- Conduct the Relationship Manager & Supervisor Kickoff Meeting
- Develop and finalize student job descriptions
- Complete Supervisor Orientation
- Review workplace expectations
- Confirm workspace, technology, and logistics
- Prepare for the student's first day

OUTCOME:
Your team is fully prepared for a successful student launch.

LAUNCH

WEEKS 1–4

During the first month, your Relationship Manager will visit your worksite each week to provide personalized support and ensure a smooth transition.

WEEK 1 — WELCOME & ORIENTATION
- Student welcome and introductions
- Workplace tour
- Review expectations
- Initial supervisor check-in

WEEK 2 — ADJUST & CONNECT
- Student adjustment
- Workplace engagement
- Supervisor support
- Address questions early

WEEK 3 — COACH & ENCOURAGE
- Coaching and encouragement
- Review work assignments
- Identify early successes
- Remove barriers

WEEK 4 — BUILD CONFIDENCE
- Student confidence and independence
- Supervisor feedback
- Prepare for Success Conversation

OUTCOME:
Students become comfortable, supervisors feel supported, and the partnership is off to a strong start.

ONBOARDING SUCCESS CONVERSATION

WEEK 6

Approximately 45 days after launch, your Relationship Manager will facilitate an **Onboarding Success Conversation.**

TOGETHER WE'LL DISCUSS:

- Student performance and growth
- Workplace integration
- Supervisor feedback
- Partnership experience
- Opportunities for continued success

OUTCOME:
We ensure the partnership is meeting expectations and establish goals for the remainder of the school year.

YOUR PARTNER SUCCESS JOURNEY

CONTRACT SIGNED → RELATIONSHIP MANAGER & SUPERVISOR IDENTIFIED & MEET → JOB DESCRIPTIONS CREATED → SUPERVISOR ORIENTATION → DRAFT DAY → STUDENT STARTS → WEEK 1 VISIT → WEEK 2 VISIT → WEEK 3 VISIT → WEEK 4 VISIT → WEEK 6 ONBOARDING SUCCESS CONVERSATION

FutureWorks

Prepare

TOGETHER WE WILL:

- Identify the Relationship Manager and Supervisor
- Conduct the Relationship Manager & Supervisor Kickoff Meeting
- Develop and finalize student job description
- Complete Supervisor Orientation
- Review Expectations
- Workplace, technology, logistics
- Prepare for the students first day

Outcome: Your Team is fully prepared for launch

LAUNCH

During the first month, your Relationship Manager visits your worksite each week to provide personalized support and ensure a smooth transition

WEEK 1- WELCOME/ORIENTATION

- Student Welcome and Introductions
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WEEK 2 - ADJUST AND CONNECT

- Student adjustment
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WEEK 3- COACHING

- Coaching and encouragement
- Review work assignments
- Identify early successes
- Remove barriers

WEEK 4 -BUILD CONFIDENCE

- Student confidence and independence
- Supervisor feedback
- Prepare for Success Conversation

Outcome: Students become comfortable, supervisors feel supported, and the partnership is off to a strong start.

Onboarding Success Conversations

Approximately 6 weeks after launch Onboarding Success Conversation will be facilitated.

TOGETHER WE DISCUSS:

- Student performance and growth
- Workplace integration
- Supervisor feedback
- Partnership experience
- Opportunities for continued success

Outcome: We ensure the partnership is meeting expectations and establish goals for the remainder of the school year.

Onboarding Timeline

1. Contract Signed
2. Relationship Established
3. Job Description/ Supervisor Orientation
4. Draft Day
5. Student Starts
6. Weekly Checkins
7. Onboarding Success Meeting

LEADERSHIP AND PROFESSIONAL READINESS

CRISTO REY ORLANDO HIGH SCHOOL
CORPORATE WORK STUDY PROGRAM

Leadership Teachers



Mariel Molina

10th grade
Leadership Teacher



Ernest LeCounte

9th grade
Leadership Teacher

The Leadership Teacher serves as a key connection between Cristo Rey Orlando and the workplace, helping ensure each student is supported academically, professionally, and personally.

Crown Scholars Summer Institue

2-week summer training program for incoming Freshman and new students

Topics

- Department of Labor
- CWSP
- Note Taking
- Study Skills
- Digital Learning
- Health & Wellness
- Mental Health
- College & Career Goal Setting
- Faith Formation

Readiness is Continued Learning

We just don’t stop at summer training…we continue ALL year

Foundations of Leadership

Cristo Rey Orlando and the **Corporate Work Study Program have integrated a Leadership and Professional Readiness course into the academic curriculum, focusing on both personal and professional growth across** the subjects of leadership and professional development. The course aligns with Florida of Education standards. Additionally, understanding leadership and professional development is **an intentional** process; it theoretically infuses social cognitive approaches supporting continued growth for the Cristo Rey Orlando High School student.

Leadership explains what professionalism and readiness looks like. Work experience gives them the practice.

READINESS

Self -Awareness and Exploration

Personal strengths, responsibility, ethics, and resilience. Prioritization, SMART goals, accountability, and productivity.

Professional and Workplace Etiquette

Professional communication, email etiquette, workplace behavior, and networking.

Communication skills

Active listening, verbal and non-verbal communication, public speaking, and collaboration.

Leadership in Action

Project management, teamwork, civic engagement, and capstone leadership experiences.

Q1

Professional Foundation

Workplace expectations, professionalism, communication, time management, responsibility, growth mindset

Q2

Workplace Excellence

Collaboration, emotional intelligence, problem-solving, conflict resolution, customer service, adaptability

Q3

Leading with Purpose

Initiative, accountability, ethical leadership, influence, decision-making, servant leadership

Q4

Career & Future Readiness

Career exploration, networking, financial literacy, personal branding, goal setting, portfolio and reflection.

RECOMMENDATION ON FEEDBACK

As students practice this skill in the workplace, your feedback has a lasting impact. Here are a few ways you can help reinforce their learning.

- **Be timely:** Share feedback as close to the event as possible while it's still fresh.

- **Be specific:** Describe the behavior you observed rather than making general comments.

Instead of: "Great job."

Try: "You organized the files accurately and finished before the deadline."

- **Focus on behaviors, not personality:** Discuss what the student did—not who they are.

"I noticed you interrupted during the meeting."

Rather than: "You're disrespectful."

RECOMMENDATION ON FEEDBACK

As students practice this skill in the workplace, your feedback has a lasting impact. Here are a few ways you can help reinforce their learning.

- **Balance strengths and opportunities**: Recognize what the student is doing well before discussing areas for improvement.

- **Offer clear next steps:** Help students understand exactly what success looks like.

  "Next time, send me a quick update before moving to the next task."

- Invite reflection.

- **Ask questions that encourage students to think about their own performance:**

  What went well today?
  What challenged you?
  What would you do differently next time?
  What did you learn from this experience?

RELATIONSHIP MANAGEMENT

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Placement Process

Conducted by the CWSP Team after the Crown Scholars Summer Institute

Determined by:

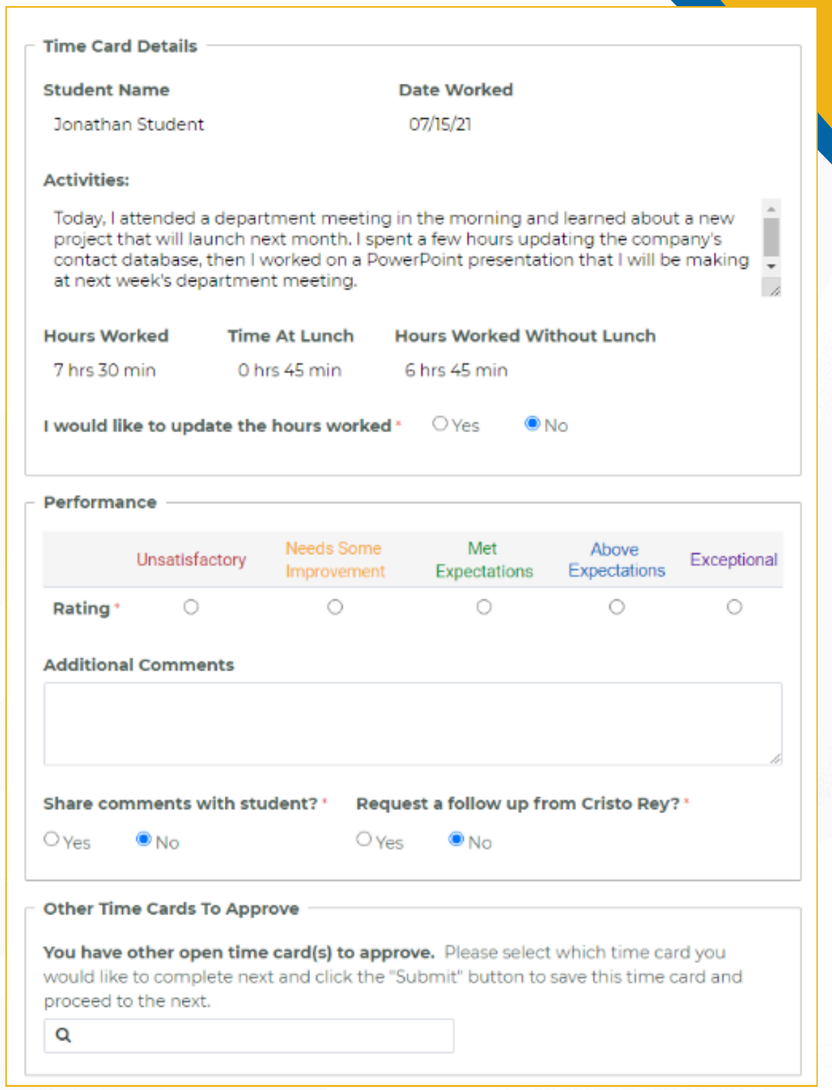
- **Student interests**
- **Student Skills & Strengths**
- **Alignment with Companies Job Descriptions**

Every opportunity is an opportunity to grow!

Timecards

- **Students:** Complete timecards daily — hours, lunch, and work summary.
- **Supervisors:** Approve timecards and provide daily performance ratings & feedback.

Timecard rubric



Performance Evaluations

Each year, supervisors are required to complete two performance evaluations on each student worker (December and May).

Site Visits

Purpose

- Strengthen CWSP–Partner collaboration
- Support & coach supervisors and students
- Address questions and concerns in real time
- Observe & celebrate student growth and contributions

What to Expect

- 2 required visits: Fall & Spring
- Brief, informal check-ins during the workday
- Share feedback, address needs & celebrate successes

Your Role

- Be available for a brief conversation
- Share insights on student progress
- Ask questions & request support as needed

Onboarding

CWSP

- I-9 and W-4 employment forms
- Student & Family Agreement
- Transportation Agreement
- Job Descriptions with duties and expectations
- Permission slips for off-site excursions

Corporate Partners

- If your organization requires additional pre-employment steps, we're here to support you.
- Background checks
- Vaccination or health documentation
- Nondisclosure or confidentiality agreements (NDAs)
- Any other onboarding paperwork specific to your site

Best practices

1. Build relationships & set clear expectations
2. Provide meaningful work & guidance
3. Give regular feedback & support growth
4. Model professionalism & workplace skills
5. Encourage career exploration
6. Communicate with CWSP staff
7. Treat mistakes as learning opportunities

Meaningful work

WATCH VIDEO

Mentorship

WATCH VIDEO

Meaningful Work Formula

REAL WORK
+
CLEAR EXPECTATIONS
+
SUPPORT
+
FEEDBACK
=
MEANINGFUL GROWTH

Health Score conversations

- Quick check-in on the student–partner experience
- What's going well?
- Any challenges or concerns?
- How is the student progressing?
- What support is needed?
- What can CWSP do to help?

Communication & support

- Regular check-ins
- Share updates & feedback
- Address concerns early
- Reach out for support

Thank you!

for partnering with our students.



Your commitment as a supervisor helps every student grow in confidence, skill, and purpose.